

LEA ELL Monitoring Notebook

The following items should be included in a notebook and ready for the ADE monitoring team when they arrive on site for the monitoring visit. Monitors may request copies of certain items listed for documentation purposes. Please note that these items will not be returned.

COPIES OF FORMS

- Enrollment
- Home Language Survey
- Parental Notification and Consent Form
- Parental Request for Student Withdrawal from an English Language Learner Program
- Waiver Form
- Reclassified Letter to Parents(s)/Guardian(s)
- Two-Year Monitoring Form
- Written Individualized Compensatory Instruction Plan (WICIP)

ENGLISH LANGUAGE PROFICIENCY ASSESSMENT

- Attestation Document(s)

POLICIES AND PROCEDURES

- Identification
- Assessment
- Program Placement
- Reassessment/Reclassification

DISTRICT PROGRAM MODELS

- Sheltered English Immersion or Structured English Immersion (SEI)
- Bilingual Education/Native Language Instruction
- English Language Mainstream Classroom

As per verbiage in 15-751-753 and State Board
Rule 7-2-306 F

PROFESSIONAL DEVELOPMENT

(by site)

- Activities available to all educators

PARENTAL INVOLVEMENT

(by site)

- Activities available to all ELL parents (as per NCLB)

LIST OF TEACHERS BY QUALIFICATIONS

- Degree/Certification
- Endorsements
 - SEI/ESL/BLE
- Highly Qualified Status

STUDENT LISTS

- PHLOTES
- ELL Program Placement
- Reclassified/Two-Year Monitoring

COMPENSATORY EDUCATION

- Program Description
 - Dates
 - Curriculum
 - Materials
- Assessment(s) Utilized
- List of English Language Learner (ELL) Participants
- Attendance Records
- Instructor Name(s) and Qualifications
- Report of Expenditures (Inventory list)

TITLE III FUNDS

(supplement vs. supplant)

- Professional Development
- Inventory List of Expenditures